

Oct 14, 2010: Basic Operations on Excel

You will need to create an Excel Spreadsheet the following three worksheets with the corresponding data:

1. *Test Mark*

- a) Create a table with a set of test marks for several students.
- b) Find the average of the marks.
- c) Create a Bar chart based on the data.

Your workbook should look like the one in "**Task 1**" picture.

2. *Receipt from a store*

- a) Calculate the total cost of items you bought from a store. (Your total cost must be under \$20. The items and amount must be different from the example.)
- b) Find the HST and the cost after tax.
- c) Finally, find the change you will get by paying \$20.

Your workbook should look like the one in "**Task 2**" picture.

3. *Equation (Table)*

- a) Create a table for the x and y values from an equation similar to $y=2x+3$. (But your equation should be different.)
- b) Create a line graph from the table in a new worksheet called "*Equation (Graph)*"

Your workbooks should look like the ones in "**Task 3**" picture.